



Empowered lives.  
Resilient nations.

## TERMS OF REFERENCE Individual Contractor

<b>Assignment Title:</b>	Development of the National REDD+ Strategy Cambodia
<b>Contract Type:</b>	Individual Contractor (IC)
<b>Duty Station:</b>	Phnom Penh
<b>Expected Place of Travel:</b>	NA
<b>Contract Duration:</b>	70 days. May 2015 to 31 October 2015

### 1. Assignment Description

The National REDD+ strategy is a key REDD+ policy document that provides overall strategic direction and guidance to REDD+ implementation in Cambodia. Among others, the strategy will serve to identify key drivers of deforestation and forest degradation, and policies and measures necessary to reduce emissions and to enhance carbon storage. According to the UNFCCC COP Warsaw framework for REDD+, a national strategy is a pre-requisite for developing countries to claim results-based payment. The strategy will also be used to attract and leverage international funding for REDD+ activities in Cambodia.

An initial draft is available as of January 2015. The aim of the Royal Government of Cambodia is to have its national REDD+ strategy approved by the Ministry of Agriculture, Forestry and Fisheries and the Ministry of Environment, and subsequently endorsed by the Prime Minister before the UNFCCC COP 21 that will take place in Paris in December 2015.

Considering that the National REDD+ Strategy will be applicable to the entire nation of Cambodia, it is essential that all relevant stakeholders are provided adequate to ensure their views are incorporated into the Strategy.

Annexure 1, National REDD+ Strategy Consultation Roadmap, provides the roadmap on the process of consultation and development of the national REDD+ strategy. This assignment is to support the roadmap process.

### 2. Scope of Work

One each of the three national consultants will be located with the Forestry Administration (FA), the General Department of Administration for Nature Conservation and Protection (GDANCP), and, Fisheries Administration (FiA).

The consultants will perform the following tasks:

- Ensure comments, views, and inputs of FA/GDANCP/FiA are adequately integrated and reflected in all the drafts of the National REDD+ Strategy
- Facilitate and ensure comments, views and inputs of key stakeholders such as the poor, vulnerable, Indigenous Peoples, women, youth, and elderly are provided adequate opportunity to contribute to the discussions
- Participate in the design, organization, and facilitation of all discussion forums as required
- Prepare support material, agenda, presentations for all the forums and workshops
- Translate documents from English-Khmer-English as required
- Provide technical, management, and administrative support to working groups/technical team meetings; /subnational/national workshops; and other forums as required
- Prepare minutes, notes, and reports of all discussion groups, workshops, and events held under the Roadmap
- Contribute to revisions in the national REDD+ strategy drafts based on outputs from discussions and forums
- Undertake additional tasks as required to meet the overall objectives of the Roadmap.

### 3. Expected Outputs and Deliverables against time schedule

#### National REDD+ strategy:

- Presentation materials, agenda items, workshops report, and minutes
- Compilation of comments from FA, GDANCP and FiA
- Production of the drafts of the national REDD+ strategy
- Organization of forums and workshops as per the Roadmap.

N	Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates
1	Assist the Head of National Consultant to prepare consultation materials and coordinate <i>first round</i> of consultations with: <b>One workshop – representatives from</b> - Taskforce - Consultation Group - Technical Teams - Gender Group	10 days	20 May 2015
2	Assist the head of the national consultant to prepare consultation materials and coordinate <i>second round</i> of consultations with: <b>One workshop – representatives from</b> - Taskforce - Consultation Group - Technical Teams - Gender group	10 days	20 June 2015
3	Coordinate with FA, FiA and MoE to ensure their inputs are incorporated in the third draft	5 days	20 June 2015
5	<b>Audiences for this round should be decision makers</b>  Prepare consultation materials. Coordinate first round of	25 days	20 July 2015

	consultations with: <b>One workshop – representatives from</b> - Taskforce - Consultation Group - Technical Teams - Gender Group  <b>- Broader audience ( see Safeguards consultations )</b> + Four sub-national/ regional consultations + One national consultation + One final meeting with Taskforce, Technical Teams, Consultation Group and Gender Group		
6	Coordinate with head of National Consultants and coordinate with FA, FiA and MoE to ensure their final inputs are incorporated in the third draft	15 days	20 July 2015
7	Compile and provide comments from FA, GDANCP and FiA to revise final draft	5 days	30 July 2015
Total		70 days	

#### 4. Institutional and Reporting Arrangements

Each consultant will work closely with FA/GDANCP/FiA, and report to the Head of National Consultant.

#### 5. Duration of the Work

The proposed duration of this assignment is a maximum of 70 working days in a six-month period from the start date that is likely to be May 2015 with an end date of 31 October 2015.

#### 6. Duty Station

The duty station for this assignment will be Phnom Penh, Cambodia.

#### 7. Minimum Qualifications of the Individual Contractor

<b>Education:</b>	<ul style="list-style-type: none"> <li>• A minimum of a Master's degree in natural resource management or a related field</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of five years of relevant professional experience in natural resource management, environmental policy, climate change and REDD+</li> <li>• Prior working experience with national REDD+ policy processes in Cambodia is a significant asset</li> <li>• Substantial and diverse working experience with policy formulation and stakeholder engagement</li> <li>• Prior professional collaboration with government, civil society organizations and the private sector</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• Excellent analytical, communication, and writing skills in English and Khmer along with demonstrated record of publications</li> <li>• Good interpersonal skills and ability to work well in a team</li> </ul>

	whilst also having the capacity and initiative to work independently <ul style="list-style-type: none"><li>• Sound knowledge of national REDD+ policy development process in Cambodia</li></ul>
<b>Language Requirement:</b>	Excellent speaking and writing skills in English and Khmer.
<b>Other Requirements (if any):</b>	